



RIGHT OF WAY AND UTILITIES DIVISION

PROCEDURES FOR THE PROCUREMENT OF
RIGHT OF WAY APPRAISAL SERVICES



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According to the Virginia Public Procurement Act, the acquisition of right of way is considered to be a nonprofessional service. In accordance with the Virginia Public Procurement Act, the Virginia Department of Transportation (VDOT) has developed the following procedures to be used in the competitive procurement of these services.

PREQUALIFICATION OF APPRAISERS

On a biennial basis, the Right of Way and Utilities Division will advertise in commonly utilized publications or notify licensees by direct mailing a notice that it intends to let contracts for the appraisal of property required in connection with highway construction projects. The notice will indicate that appraisers interested in performing this service should obtain a prequalification questionnaire from VDOT and submit their request for prequalification within the specified period of time.

The prequalification questionnaire will outline the minimum qualifications VDOT has determined an appraiser must possess in order to perform an appraisal or appraisal review work. The questionnaire also will indicate the information that must be submitted in order for an appraiser to be evaluated and, if appropriate, determined qualified to respond to actual contract requests.

APPRAISER RELATIONS COMMITTEE

The Right of Way and Utilities Division has established an Appraisers Relations Committee to evaluate submittals received as a result of the biennial notice as well as any other submittals received. A panel of three (3) members from this committee shall determine if an appraiser meets the guidelines established for appraisal services for VDOT. The Appraiser Relations Committee's evaluation may include an interview with the appraiser.

The Appraiser Relations Committee shall make its recommendations to the Chief Appraiser within 90 days from receipt of the information outlined in the prequalification questionnaire. The Chief Appraiser is responsible for approving or rejecting the committee's recommendation.

PREQUALIFICATION SUBMITTAL OUTSIDE BIENNIAL ADVERTISEMENT

During any time frame outside the biennial notice, VDOT will accept requests and submittals from appraisers interested in becoming prequalified for appraisal services. The response time, which includes the review of the submittal and prequalification, may take up to 90 days from receipt of the information outlined in the prequalification

questionnaire. Until prequalified, an appraiser shall not be allowed to submit proposals on any contract request solicited by VDOT.

ADVERTISEMENT OF APPRAISAL CONTRACTS

The District Right of Way and Utilities Manager shall be responsible for determining when services of an appraiser are needed. This determination shall be made after an evaluation of the current staffing ability to handle the work within the project development time frame. Upon determining the need for outside services, a State Appraisal Cost Estimate shall be prepared and submitted for approval to the District Right of Way and Utilities Manager. After the Appraisal Cost Estimate has been approved, all prequalified appraisers within the geographical area and any others deemed appropriate should be contacted by email or regular mail. Appraisers or consultant firms will be advised of the time, date, and place to attend a project showing. A marked set of plans will be available at the showing for review and explanation. District Right of Way personnel conducting the showing will be prepared to answer questions that may be asked by participating appraisers.

The District Manager can waive the requirements for a project showing if in his opinion it would be of no benefit. His decision will be documented in the project files. Written proposals, either via mail or electronic submission, should be obtained from at least three appraisers. A signed and dated Fee Appraiser Cost Study Estimate is required from the successful appraiser and should be made a part of the contract and project file.

EVALUATION AND AWARD OF CONTRACT

Appraisal contracts will be awarded based on the following factors:

1. Price
2. Demonstrated expertise in performing similar assignments
3. Ability to submit appraisals on schedule
4. Evaluation of the appraiser's past performance
5. Value of ongoing contracts with VDOT

CONTRACTUAL ARRANGEMENT

All services of an appraiser will be by standard contract form. The contract will list the parcel assignments with commitment as to dates of submission. If the contract is with a firm, the individual who will perform the appraisals must be specified. All contract signatures will be witnessed.

Once a selection has been made, the contract will be processed for execution on behalf of VDOT in accordance with Departmental Policy. Once the agreement is fully executed, the contract shall be distributed and a notice to proceed shall be issued.

ADMINISTRATION OF CONTRACT

After the appraisal contract has been fully executed and the notice to proceed given, VDOT will designate and advise the consultant of his VDOT contract representative for that project. All aspects of the actual contract will be administered and coordinated through a district right of way and utilities office. All requests for payments made by the appraiser will be processed through the district office with their review and recommendations for payment.

CONTRACT COMPLETION AND FINAL EVALUATION

Once the appraiser has completed all assignments and turned all necessary documentation over to VDOT's representative, the contract representative in the district shall prepare an evaluation of the appraiser's performance. This evaluation is to be submitted to the appraiser for signature and then forwarded to the Director of the Right of Way and Utilities Division. The evaluations will be used in determining the appraiser's qualifications to continue providing services and to be considered in the award of future contracts.